

DUTY STATEMENT

Classification Legal Secretary	Position No. 140-1282-004
CBID R04	Office Office of Chief Counsel
Date Prepared August 1, 2011	Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general supervision of the Legal Office Administrator II, the incumbent will perform the full range of Legal Secretarial duties. Incumbent must possess the skills, knowledge, and have the ability to adapt to workload, assignment changes, and work under pressure while meeting all legal deadlines. Incumbent must apply appropriate rules of courts and file at all levels of state and federal jurisdiction.

WORKING CONDITIONS: Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES: The incumbent is assigned to one Assistant Chief Counsel, one Staff Counsel IV, and three or four Staff Counsels I and III for a complex legal program. The Assistant Chief Counsel supervises a large professional staff of attorneys in support of Business, Administrative, Litigation, and House Counsel: Power-Plant Licensing; Proceedings for State and Federal Intervention; CEC Policy Rulemaking; Information Technology Procurement; Contracts, Grants and Loans; Requests for Confidentiality; Public Records Act Requests; Budget Proposals; and Budget Expenditure Reports. Incumbent will communicate effectively both in writing and orally; have knowledge of legal terminology; operate a personal computer with specific software programs; and evaluate and prioritize daily workload in the performance of the following duties and responsibilities:

- 50% Performs complex secretarial work with minimum instructions. Types, formats, and serves legal pleadings which include petitions, briefs, opinions, notices, motions, subpoenas, subpoenas duces tecum, and declarations in multiple statewide jurisdictions. Incumbent generates and marks Table of Contents, Topical Indexes, and Table of Authorities for presentation in litigation; coordinates and schedules court-related hearings and services with specific instructions; prepares the Administrative Record, identifying and assembling the Exhibits and Discovery documents; bate-stamping and redacting of the documents and preparing an index, a certification and a transmittal letter, and serves the Record to the appropriate parties. The incumbent maintains a legal calendar; proofreads legal documents for format style and errors; reproduces, files and serves (including electronically); and ensures that documents are prepared in accordance with legal requirements. (E)
- 40% Maintains filing system for court cases, siting cases, administrative cases, appeal cases, legal research files, confidential records, and all other types of legal office files. Maintains log systems to include status of actions in progress. Maintains the Energy Commission's official dockets: receives, registers, scans, distributes, and maintains the official files and records of all Energy Commission adjudicative and rule-making proceedings, in accordance with established recordkeeping protocols. Incumbent also acts as Project Coordinator for one or more legal office assignments which includes Public Records Act Requests and Requests for Confidentiality; Records Management for the Law Library and Central Case Files which includes reviewing invoices for payment and reconciling discrepancies in charges; acquires and maintains all Energy Commission Orders and Resolutions; tracks History of Cases and Archives all closed office case files. The assignments require giving accurate information and providing assistance using good judgment and discretion. (E)
- 10% Directs public, private, and governmental inquiries to the appropriate legal counsel. Makes travel and training arrangements and prepares and processes the appropriate forms. Reproduces, faxes, and electronically sends correspondence, legislative bills and amendments, and other documents requested by legal counsel. Other duties as required. (M)

I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION.			
Signatures			
EMPLOYEE'S NAME	Date	SUPERVISOR'S NAME	Date